

Proceedings of the Meeting held on 7th July 2023

A meeting of IQAC Committee under the chairmanship of the Coordinator of IQAC Dr. Madan Manoharia was held to discuss the One Day Workshop on Intellectual Property Rights (IPR) To be held during the session 2023-24.

The workshop would focus on the protection of the legal rights of the inventors i.e., teachers and students. The following decisions were taken in the meeting

1. The workshop will be conducted in hybrid mode (offline and online)
2. The teachers and students of other colleges of Himachal Pradesh too would participate.
3. Different Resource Persons for different topics will be invited to enable comprehensive coverage of Intellectual Property Rights (IPR)
4. The date and time would depend on the availability of the guest speakers.
5. The event will be hosted at RKMV in collaboration with HIMCASTE
6. Effort will be made to rope in Dr. Manish Shridhar, Regional Adviser at World Health Organisation (WHO)

Action Taken:

1. The Resource Persons were contacted and the tentative date/s were conveyed to them.
2. Dr. Manisha Shridhar too was contacted and she showed her eagerness to be a part of the One Day Workshop.
3. One-day workshop was converted into a One-week Training cum workshop on IPR & the grant from HIMCOSTE was increased from 34,000/- to 86,000/-.

Dr. Manisha Shridhar
Coordinator
IQAC

Dr. Anurita Barua
Principal
R.K.M.V.

Proceedings of the Meeting held on 9th August 2023

A meeting of IQAC committee under the chairmanship of the coordinator of IQAC Dr Madan Mankotia was held to discuss the nuances of the One Day Workshop on Intellectual Property Rights (IPR) sponsored by HIMCOSTE.

It was informed by Dr Mankotia that Dr Manisha Shridhar, Regional Adviser at World Health Organisation (WHO) has agreed to be the Key Note Speaker in the proposed event. The tentative dates given by her were 26th and 27th October 2023.

The following decisions were taken in the meeting

1. The concept note and the brochure will be finalised before 19th August 2023.
2. The colleges within Himachal Pradesh as well as some colleges outside the state will be invited.
3. Talks with other stakeholders/agencies will be taken up in order to rope them in.

Action Taken.

1. IBAC members and other annual committees members were put into action to carry forward their respective tasks.
2. Official invitation was sent to Dr. Manisha Shridhar, while the other Resource Persons too were telephonically informed about the tentative dates of the workshop.
3. The tentative schedule was worked out with Dr. Manisha Shridhar as the Chief Guest and the Key Note Speaker.

Dr. A. H. Manohari
Coordinator
IBAC.

Dr. Anurita Savasa
Principal
RKMV

Proceedings of the Meeting held on 18th November 2023

The Coordinator IQAC Dr Madan Mankotia convened the meeting with Dr Gopal Chauhan, principal RKMV, in the chair. Dr Mankotia briefed the teachers regarding the golden opportunity of a tie up between RKMV and Penn State University Leigh Valley, USA.

The following points were highlighted in the meeting

1. Socially and globally relevant courses that can be offered by RKMV were discussed.
2. The partnership and collaborative online asynchronous and synchronous pedagogical methods/possibilities were explored.
3. The programme would be in 3 tiers as proposed. Tier I - Online learning opportunities. Tier II - Courses with sustainable goals. Tier III - Students and faculty exchange possibilities.
4. After the implementation of NEP this collaboration will be greatly beneficial for the students of RKMV, making the college truly a pioneer in women education.
5. The following action was taken in the meeting and it was decided that early steps in this direction must be taken.


(a) Four teams of five to eight teachers were constituted to provide/design the programmes/proposal that can

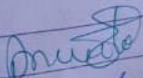
- be offered.
- (b) The ^{are not} courses which are not being taught in the college or a part of the formal curriculum would be introduced.
- (c) and the courses/projects would be designed keeping in mind the sustainable goals and market relevance.

Further the mediator between R.K.M.V. and Dr. Manisha Shridhar informed that due to inevitable circumstances Dr. Shridhar will not be able to make it for the 'One Day Workshop' on Intellectual Property Rights (IPR). It was decided by the house that ^{now} this workshop will be held in the month of March 2024.

Action Taken

- 1) Taking the initiative further Google Meet with PSLV was held on 29th November 2023 at 6.30 p.m. IST
- 2) Four teams were constituted to think of proposals/projects to be taken in partnership with PSLV.
- 3) Extensive discussion on the projects were held on 19th December 23 and a detailed course curriculum of Commerce, Economics, B.B.A, Tours & Travels was sent to them.
- 4) Certifications for students & faculties were agreed in principle.


Dr. Madan Mahalik
Coordinator, IAC


Dr. Anusila Saxena
Principal, RKMV

Proceedings of the Meeting held on 10th February 2024

The coordinator IGAC Dr Madan Manohar convened the meeting with PSLV members under the chairmanship of the principal Dr Anurita Saxena to discuss and seek clarification regarding different issues related to the MOU to be signed shortly with PSLV. For this the moderator Dr Vas was ^{to the college} called, who clarified the different aspects of the proposal and the following decisions and suggestions were taken up

1. A request was made to Penn State University Lehigh Valley to have student exchange in near future.
2. A request for aid/grant to carry out the proposed project was made.
3. One week on the campus training/interaction with the faculty of PSLV to be carried out for the project related guidance.
4. Permission from the government will be sought before signing of the MOU.
5. The criterion for the selection of the students to be worked out.
6. A request was made to arrange an online meeting with PSLV faculty/facilitators shortly.

Action Taken

1. Dr. Vasu, the mediator between PSLV and RKMV was kind enough for a visit to RKMV and she addressed all the doubts related to the partnership.
2. To give a final shape to the partnership she arranged a Google Meet with PSLV on 21st February 2024.
3. Permission from the government was sought ^{on 07 April 2024} and the MoU was signed between RKMV and PSLV on 08 April 2024.
4. Directorate of Higher Education also applauded the efforts of RKMV and urged other colleges in the state to follow the precedent set by RKMV and sign such MoUs in future.
5. Dr. Tina Q. Richardson, Chancellor PSU and Dr. Vasu Singh (Advisor on International Collaborations, PSU) visited the college to sign the MoU on 08 April 2024.
6. Secretary Education Sh. Rakesh Kumar was invited as the Chief Guest and principals from nearby colleges also became a witness to this historical moment.
7. Interactive sessions with the PSLV team were also held.
8. The team promised the college that in future they will think of student exchange also.

Dr. Manoj Kumar Mankotia
Coordinator, IQAC

Dr. Anurita Saxena
Principal
RKMV, Shimla

Proceedings of the Meeting held on 16th February 2024

A meeting of IQAC members along with convenors of different NAAC Criteria was held under the chairmanship of the principal Dr. Anurita Saxena in her office. The meeting's agenda was the filling up of AQAR 2022-23.

Dr. Madan Mankotia, the coordinator of IQAC, brought to the notice of the principal and all the present members that due to a technical glitch the AQAR of the session 2022-23 could not be filled. Despite timely reminders the NAAC grievance team erroneously construed it as an appeal for date extension. The issue was resolved on 15th February 2024 at 4.30 p.m.

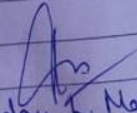
The following decisions and suggestions were taken up in the meeting.

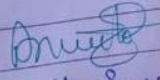
1. Keeping the AQAR (Session 2022-23) filling in mind it was decided that the deadline for reviewed and updated information (quantitative data) submission for all criterion committees will be by 25th February 2024.
2. Templates will be provided criterion wise to the criterion convenors.
3. IQAC committee members will accept and upload the AQAR information simultaneously.
4. Dr. Mankotia will provide a presentation on NAAC Criteria for the convenience and knowledge of all the staff members.

5. Keeping students' progression in mind, the teachers will trace contact information from the college passed out students with supporting documentary proof.

Action Taken

1. Templates were provided in soft copy to all the criteria convenors.
2. Dr. Manhotia gave a presentation on NAAC criteria on 23rd February 2024 to all the staff members.
3. An exclusive NAAC QIP presentation was given again on 7th March 2024.
4. Doubts of all the members were addressed and all the members of the house gave their suggestions for different criteria.
5. Suggestions from the staff were invited to improve the grade in future.
6. All the teachers were assigned the job of tracing their passed out students.


Dr. Madan K. Manhotia
Coordinator, IQAC


Dr. Anurita Saxena
Principal
RKMV, Shimla

Proceedings of the Meeting held on 6th March 2024


A meeting of IQAC along with the convenors of QIF Criteria was held under the chairmanship of the Principal Dr Anurita Saxena. The meeting was a prelude to the training-cum-interactive session on the topic "Understanding NAAC," to be held the next day. The Workshop-cum-training session, on 7th March 2024 would fall under the 'Multiverse Lecture Series' and would be conducted by the Coordinator of IQAC, Dr Madan Lal Mankotia.

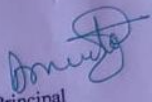
In the meeting the Principal Dr Anurita Saxena, stressed that for enhancing the educational quality the finer details of the all criterions must be comprehensible to all the staff members, as this will allow exploration of strategies for effective and better accreditation processes.

In the meeting, the convenors discussed the QIF Criteria and urged the necessity of detailed understanding of the different criterions, which was decided to be taken up in the succeeding proposed Workshop. Keeping in mind the current and successive session, various observations, initiatives and strategies, which can fetch more weightage and the best grade were thought off. The details of these are given as below:

1. To arrest dropouts and maintain the enrolled students, a mechanism needs to be devised to improve the teacher-taught ratio.
2. To make Deans in Science, Humanities and Commerce in order to address students' issues.
3. To make an internal Board of Studies in the college, that will work in the direction of curriculum enrichment. The Board will prepare periodic reports on the basis of feedback obtained from different stakeholders and will send the report in the form of suggestions the University through IQAC.
4. To form a Research and Design Wing which will promote and facilitate innovative teachers and students, by providing remuneration, whose research works gets published in UGC Care Listed Journals/books etc.
5. To initiate Internship and Short term Certificate Courses in the subjects of Nutrition, Dance, Music, and Painting. These certificate courses will be of 2 Credits and 30 hours duration or as envisioned in NEP, 2020.
6. To ensure that Academic and Cultural functions are not to be clubbed together. Further it was decided to place all cultural activities in certain groups. To curtail cultural functions in the college and limit them to post-lunch period, in order to give more time to academics.
7. To engage the college auditorium for general academic and cultural functions only and not for individual departmental function. In such a function the staff participation will be mandatory.
8. To form a Veteran OSA in the college.

9. To promote the students to participate in workshops and fieldwork studies in addition to their Assignment works.
10. To purchase references books, computers and other necessary requirements in the current session, 2023-24 out of forfeited library security.
11. To form different College Cells that will oversee miscellaneous qualitative aspects in the college: Industrial Linkage Cell, Career Guidance & Classes Cell, Collaboration Cell, Value Added Courses Cell, Short Courses Cell, Counselling Cell and IPR Cell.
12. To incentivize 100-150 students in the form of stipends based on performance in academics and extra-curricular activities etc.


IQAC Coordinator


Principal
RKMV, Shimla

Action Taken

1. A Workshop-cum-Training session 'Understanding NAAC' took place on 7th March 2024. It was conducted by the IQAC Coordinator Dr. Madan Lal Hankotia, who discussed the QIP Criteria in great depth. He also clarified the doubts and queries related to different criteria.
2. To assist and facilitate the students, Seats in Science, Humanities and Commerce were made.
3. An internal Board of Studies was constituted to address issues related to curriculum and work in the direction of curriculum enrichment.
4. Ms Rama Manta and Mr. Dharmender were assigned the duty to look into the matter of dropouts and maintain the updated enrolled students record par with total students who appeared in the final Term End Examination / Annual Examination, from SEC of all the disciplines, which would optimise data for Student Progression Record and Teacher Fight Ratio.
Different College Cells were constituted to oversee miscellaneous qualitative aspects in the college.

Minutes of the Meeting held on 9th May 2024

A meeting of IQAC along with QIF Criteria members was convened by the principal Dr Anurita Saxena to decide the further course of action and efforts required regarding in respect of maximization of grade in each criterion. The agendas of the meeting were:

1. Review and discussion of the Annual Quality Assurance Report (AQAR) for the academic year 2023-24.
2. Collection and analysis of feedback of the One Week Workshop conducted on Intellectual Property Rights (IPR).

In the meeting different criterion members brought forth various issues/feedbacks that need to be addressed or can be worked on for boosting grades:

1. Value Added Courses to be increased in the college especially in ICT and computing Skills.
2. The feedback form should be modified, emphasizing on the students insight on curriculum taught.
3. The Reports format, for extension activities, to be circulated for better expression and function. The Reports would be in detail, including title, brochure, attendance, certificates, geo-tagged photographs, honorarium etc.
4. Student progression and placement to be effectively traced/ monitored.
5. Meeting of Research Wing would devise framework to provide financial support to research oriented teachers aspiring to publish papers in UGC Care List.
6. Efforts to be made to conduct the required audits as and when possible.
7. Requirement to make the lift operational, Tulu pump for water harvesting, security guard, and solar lights.


In the meeting, a deadline regarding the completion and submission of assigned work was also agreed upon

18th May 2024—All the criteria would study and provide their suggestions regarding their criterion growth, in writing.

20th May 2024—Meeting will be convened to check the progress regarding efforts for maximization of grades.

25th May 2024—All the clubs and departments would provide their detailed report regarding Workshops, FDP, Remedial Classes, Coaching Classes for Competitive Exams, Field Visits, Society functions, Extra-curricular activities, Value Added Courses etc.


Coordinator, IQAC


Principal
RKMV, Shimla

Minutes of Meeting of IQAC Cell held on 24.05.2024

A meeting of the College IQAC Cell was held with Various Criteria Heads on 24.05.2024. The meeting was chaired by Principal, RKMV and attended by Convenors, Co-convenors of all the Criteria and the entire IQAC team. The basic objective was to chalk out a joint strategy for improving the NACC grade of the College. The attendees gave their valuable inputs and constructive feedbacks to meet the overall objective.

The criteria-wise suggestions made during the course of the meeting are as below:

Criteria-1

1. E-certificates to be provided to students on completion of Project and field work.
2. All Departments to encourage participation of students in On-line course from NEPTL, MOOCS, Swayam etc from the Session 2024-25 onwards.
3. Improvement in overall performance of students attending remedial classes should be recorded in a graphical or some other form.
4. A single calendar for department wise Academic and non-Academic activities should be prepared.
5. Career Counselling and Placement Cell should be further strengthened.

Criteria-2

1. Identification of students weak in studies should be done early in the session so that remedial classes can be started earlier.
2. Bridge courses should be conducted to fill the gap between present courses and those required to meet the needs of higher education.
3. Question banks to be provided to students to prepare them well for their exams.
4. Coaching classes for higher studies can be started in the campus.
5. Add on courses for better communication etc can be offered.
6. Seminars, Conferences and Workshops involving the students should be encouraged for participative learning.
7. Encourage use of ICT, Field trips and e-resources.
8. Lesson plans, course code etc to be made available on website.

Criteria-3

1. For encouraging Research & Innovation, following may be considered:
 - a) Some money may be earmarked for each researcher alongwith medal and certificate for best researchers. Efforts may be made to procure grants for research activities.
 - b) Reimbursement of travel charges for researchers for outstation travel for paper presentation etc.
 - c) Efforts to be made by researchers to get their papers published in UGC-CARE listed journals.
 - d) RKMV can consider to start a peer reviewed journal of its own.
 - e) Researchers having common interest can cooperate to improve quality of research.
 - f) Faculty to be encouraged to become Guides/ Co-Guides for research purpose.

- g) Students to be encouraged to go for field work as part of their assignment in their SECs and reports can be submitted in video format, with best reports uploaded on RKMV website/ You tube etc.
- h) Students to be encouraged to go for apprenticeship/ internship and excursions to places of academic importance.
- i) Participation in workshops held at institutions of higher education, for which MOUs can be signed with these Institutes.
- j) Students to write their resumes from First Year onwards.
- k) Peer learning and teaching to be followed to have strong mentor-mentee relationship among the academically strong and weak students to develop leadership skills among bright students.
- l) Faculty Development Programmes to be organized on issues like computer knowledge, communication skills, Service Rules, Personality Development, Financial literacy etc.
- m) Programme regarding financial literacy can be conducted for students and vendors near the campus.
- n) Shredding of paper for re-use in art and craft works
- o) Paperless transmission of information for all extension activities.
- p) Names of extension activities to be assigned depending upon their objective e.g.
 - Project Arogya: Health check-up including dental & eye, blood donation, menstrual health, awareness about various diseases, health talks etc.
 - Project Hariyali: Tree plantation, giving green plants as gifts to Chief Guests & other dignitaries, making the campus green
 - Project PRISTINE: Ban on Plastic, proper disposal of plastic waste.
 - Project Annapurna: Community meals, avoiding wastage of food, fighting hunger.
 - Project Khushi: Stress management, workshop of mental health day, Talks by NGOs
 - Project Utthan: caring for downtrodden, labour, janitors, economically weaker section people.
 - Project Vijeta: honouring prize winners of inter-college competitions
 - Project Saathi: Car-pooling by faculty members
 - Project Katran: Waste to wonder, clearing textile waste

Criteria-4

1. Installing Digital Notice Board.
2. Improving security in the campus.
3. Providing sirens/ hooters.
4. Installing Vending/ Disposal machine in New Building.
5. Saraswati Pratima at the entrance.
6. Arranging Gymnasium. TT and yoga room in the campus.
7. Lift to be in working condition.
8. Uploading documents of the College with college logo.
9. Solar panels can be provided for lighting and water heating in new building/ hostels.
10. Wall to wall almirah can be provided in the New Library.
11. Separate Faculty/ Teachers room can be provided in the Library.
12. Books can be arranged in the Library according to Section.

13. More computers to be provided in the Library.
14. Provision for reading facility for blind students.

Criteria-5

1. Increasing activities related to soft skills, language & communication skills, life skills and ICT/ Computing skills by Departments.
2. Collecting data on progression, placement and examination passed through circulation of Google Forms among students.
3. Strengthening Old Students Association by linking all students who pass out of the College. For this a form may be kept in the College Office which is to be filled by students at the time of issue of Character Certificate.

Criteria-6

1. Record of Minutes of all Committee Meetings to be maintained.
2. Policy Documents for Administrative Policy, Resource Mobilization, Procurement Policy, Maintenance Policy, E-Governance Policy, Student Support Policies, Waste Management Policy etc to be prepared.
3. Perspective Plan to be prepared covering curricular aspects, Teaching, Learning & Evaluation, Research & Innovation, Infrastructure & Learning Resources, Student Support & Progression, Leadership & Management, Institution values & Best Practices.
4. FDP etc to be encouraged as a Faculty Empowerment Strategy.

Criteria-7

1. Installation of solar lights at various locations in the campus and hostels based on recommendations of the Building Committee and Hostel wardens.
2. Special software and other infrastructural facilities for People with Disabilities in campus.
3. Separate pipelines to be provided for chemical waste alongwith separate tank for its disposal.
4. Cloth Bank to be made more effective for the benefit of needy in and outside the campus.

Based on above inputs, it was emphasised by the Principal that a joint effort needs to be made by all concerned to ensure implementation of various ideas and suggestions so that overall NAAC grade of the College can be improved.

Minutes of the Meeting held on 29th May 2024

Dated: 30th May 2024

A meeting of IQAC along with HODs was convened at 12.15 Noon under the chairmanship of the principal Dr Anurita Saxena on Wednesday. The agenda of the meeting were —

1. To make Subject Calendars in such a manner that students get a balanced exposure of academic and extracurricular activities.
2. To align college activities and NAAC so that they become student centric.

In the meeting, after discussion with various Department Heads of the college the following decisions were taken

1. All the faculties will provide the subject calendars of their respective subjects at the earliest. ✓
2. The Timetable would be completed and uploaded on the college website before 12th July 2024. The classes for seminars/tutorials will be at 3.20 pm, thrice a week. ✓
3. In the session 2024-25, the Mid Term Examinations will be held after 15th November. Regular classes will be held in the month of December. ✓
4. Under the auspices of Subject Society Functions (eleven, in all) all the activities by various subjects/societies/clubs would be held. These activities will be done under the banner of IQAC. ✓
5. The Assignments for Internal Continuous Comprehensive Assessment (CCA) would be creative, innovative to promote learning. More than 35% students, of the college, should be engaged in Field Visits/Work to make the learning experience interesting. The work for the project/assignment would be given in the first week of September and presentation of the same would be made in the second and third week of December. ✓
6. The feasibility and application of new MOUs is to be looked into by the societies/clubs in the college. ✓
7. No Cultural activity would be combined with Academic function as two clubs in the college are already existent for it. ✓
8. IQAC related issues
 1. **Inter Faculty Exchange:** If any faculty exchange is carried out by the faculties than a proper documentation or a proper record is to be maintained in the individual Departmental Registers. Active involvement of OSA members would also be sought for this purpose. ✓
 2. **Cross Cutting Issues:** The list covering the Cross Cutting Issues (Ethics, environmental sustainability, gender etc) would be outlined and submitted to Dr Anjali Chauhan (DSW, BOS) by 12th June 2024. For the convenience of all the faculties a template along with topics will also be circulated. ✓
 3. **Remedial Classes and Coaching Classes:** The classes for both will take place after October. Each faculty will come up with its own plan to conduct these classes. ✓
 4. **Absentee Students:** The names of the students who have attendance shortfall would be displayed on the College notice board. ✓

5. **Extension Activities:** All the extension activities would be carried out only after seeking prior permission of the principal. The activity would be followed by submission of detailed report with all the necessary documents. ✓
6. **Internship Programme:** Internship programmes of 2 months (maximum limit) of 30 hours would be carried forth in the college also. After the completion of the programme certificates will be issued to the students. ✓

IQAC Coordinator


Principal
RKMV, Shimla.